



## Communications Intern

The Social Media & Marketing Intern will assist the Marketing Director and team in promoting the Middletown Arts Center's programs including events, theatrical productions, concerts, camps, classes, workshops and much more. Candidates interested in the arts with a career focus on marketing, public relations, communications and graphic design are invited to apply. They should be currently enrolled in an Associates, Bachelors or Masters degree program and need credit hours.

### Preferred Qualifications:

- Excellent writing skills
- Strong understanding of social media platforms
- Basic design skills and knowledge of Adobe Creative Suite and Canva
- Proficiency with WordPress
- Photography and video editing skills a plus

### Regular Duties:

- Create content for social media
- Track engagement analytics across social media and email
- Help create press releases, engage in press outreach and list all events on local calendars
- Help create marketing materials
- Help create and edit weekly e-blasts
- Work occasional events when appropriate

School credit can be obtained through your institution (high school or college) with the necessary paperwork. Approximately 10-12 hours per week, schedule to be discussed. This position is currently hybrid.

**TO APPLY:** Please send an email with the subject line Social Media & Marketing Intern to [jen.s.watson@gmail.com](mailto:jen.s.watson@gmail.com) and attach your cover letter and resume.